

MONTHLY AUDIT LIST



Produces a list or preview of accounting transactions of the selected type in full 'day book' format in effective date sequence for the given month or date range. The list can be produced for all or a selected station.

You can make the following selections:-

Period You can run the report for a month or a date or date range. If you select Month you will be able to select the month you wish in the next selection box. If you choose date you have different selections:-

Any value Will display transaction with any date (therefore every transaction ever entered)

Between Allows you to enter a date (dd/mm/yy) range

= Will display transactions only for that particular date

Station Select the station code, only the stations in your group can be selected.

Transaction Type Select the required transaction type.

Paxton Monthly Audit Report: Income Bookings						Page 1 of 3	
Charity no. 1159975						Printed: 15/02/2025	
National Coastwatch Institution							
Month = October 2024							
Fund code: 032							
Seq.	Doc. Ref.	Eff. Date	Account	Fund	Amount	Comments	
Unprinted	July23 Donations	01/10/24	NCL-032-AT			Receipt	
			BK-032-610	032	Forward Point curr acc	22.50	
			2130	032	Unrestricted Dons & Grants(GA)	-22.50	
			9350	032	VAT control a/c	0.00	
Unprinted	CB July 23	15/10/24	NCL-032-AT			Receipt	
			BK-032-610	032	Forward Point curr acc	75.00	
			2200	032	Collection boxes	-75.00	
			9350	032	VAT control a/c	0.00	
Unprinted	BD167903	15/10/24	NCL-032-AT			Receipt	
			BK-032-610	032	Forward Point curr acc	550.00	
			2170	032	General fundraising	-550.00	
			9350	032	VAT control a/c	0.00	
Unprinted	SS12323	15/10/24	NCL-032-AT			Receipt	
			BK-032-610	032	Forward Point curr acc	1,249.50	
			2190	032	NCI shop merchandise	-1,041.25	
			9350	032	VAT control a/c	-208.25	
Unprinted	MemberJul23	16/10/24	NCL-032-AT			Receipt	
			BK-032-620	032	Forward Point dep acc	600.00	
			2230	032	Grants from national	-600.00	
			9350	032	VAT control a/c	0.00	
Unprinted	BR12545634	16/10/24	NCL-032-AT			Receipt	
			BK-032-610	032	Forward Point curr acc	120.00	
			2260	032	Sundry receipts	-120.00	
			9350	032	VAT control a/c	0.00	
Unprinted	19443	16/10/24	NCL-032-AT			Receipt	
			BK-032-610	032	Forward Point curr acc	62.25	
			2170	032	General fundraising	-49.75	
			2260	032	Sundry receipts	-12.50	
			9350	032	VAT control a/c	0.00	
Unprinted	SS12323	16/10/24	NCL-032-AT			Receipt	

Example of the Daily Transactions List Report

Paxton Monthly Audit Report: Income Bookings						Page 3 of 3	
Charity no. 1159975						Printed: 15/02/2025	
National Coastwatch Institution							
Month = October 2024							
Fund code: 032							
Seq.	Doc. Ref.	Eff. Date	Account	Fund	Amount	Comments	
			Code	Fund	TOTALS	Value	
			2130	032	Unrestricted Dons & Grants(GA)	-22.50	
			2170	032	General fundraising	-690.96	
			2190	032	NCI shop merchandise	-2,082.50	
			2200	032	Collection boxes	-150.00	
			2230	032	Grants from national	-600.00	
			2260	032	Sundry receipts	-275.42	
			9350	032	VAT control a/c	-426.87	
			BK-032-610	032	Forward Point curr acc	3,648.25	
			BK-032-620	032	Forward Point dep acc	600.00	

It prints balances at the end of the report